

OIG PROCEDURES FOR TEMPORARY SECURITY CLEARANCES

NOTE: These procedures are based on the premise that the employee needing a temporary security clearance has, as a minimum, a current Background Investigation (BI) or Single Scope Background Investigation (SSBI) and has a validated need for access to classified material or a classified facility.

1. The Office of Inspector General (OIG) will designate an OIG security liaison/adjudicator (OIGSLA) to interact with the Bureau of Public Debt (BPD) on security clearance adjudication and to handle the necessary paperwork. This individual will have a current SSBI and be in a position that is designated as critical sensitive. Management in the OIG Office of Investigation will monitor the frequency of these tasks and the amount of time they consume to determine if they warrant formal recognition in the OIGSLA's performance plan.
2. The OIGSLA must be familiar with the procedures and requirements for adjudicating security clearance requests. The Bureau of Public Debt (BPD) will provide the necessary training for the OIGSLA.
3. When it is determined that an OIG employee needs to activate a security clearance, the applicable AIG must determine, based on a written request from the supervisor of the employee needing the clearance, that a security clearance is necessary to accomplish the employee's job assignment. The AIG signifies approval by signing and dating the supervisor's request and forwarding the request to the Deputy IG for final approval.
4. Once the Deputy IG approves the clearance request and returns it to the OIGSLA, the OIGSLA will ask the BPD Security Office staff to review the employee's most recent background investigation on file and report any national security issues to the OIGSLA. The BPD Security Office will notify the BPD Employee Relations Branch to check for disciplinary actions since the employee's last background investigation. The BPD Employee Relations staff will notify the OIGSLA of any disciplinary actions, past or pending, against the employee.
5. If the employee needing a clearance has not completed a Standard Form (SF) 86, "Questionnaire for National Security Positions," within the last five years, he or she must complete one, and an expedited SSBI must be requested. The OIGSLA will coordinate with the BPD to supply the employee with the necessary forms. The BPD will request an expedited SSBI from the Office of Personnel Management (OPM).
6. There are provisions for granting temporary access pending completion of the SSBI. They include completion of the SF-86 and any applicable supporting documentation by the employee needing clearance, completion of a favorable review of the form by the OIGSLA, and submission of a request to OPM for an SSBI by BPD.

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7. If no issues are identified during the review of the SF-86 and related records by the BPD and the OIGSLA, then the OIGSLA will provide the employee needing the clearance with the appropriate regulations to read and an SF-312, "Classified Information Non-Disclosure Agreement," to sign. The OIGSLA must then review and sign the SF-312 and send the form to BPD for filing in the individual's OPF and Personnel Security file.
8. The OIGSLA will brief the employee on his or her responsibilities with respect to the handling of or exposure to classified materials. The OIGSLA will provide anyone with a continuing need for access to a classified facility or classified materials an annual refresher briefing.
9. The OIGSLA will prepare a memorandum for the individual's OPF and personnel security file stating that (*employee*) was granted (*level*) security clearance on (*date*), based on a (*type of background investigation*) completed (or initiated) on (*date*). The memorandum will include a termination date for the temporary clearance, usually the end of the task force that necessitated the clearance or one year, whichever comes first. An extension may be granted if warranted. The OIGSLA will FAX the memorandum to the appropriate official at the agency that required the security clearance as a prerequisite for entrance to a secure facility or access to classified materials. When transmitting the memorandum, the OIGSLA will take all appropriate measures to safeguard the subject's privacy.
10. The OIGSLA will maintain a tracking system to monitor clearances granted, to ensure that they are withdrawn when access is no longer needed, and to ensure that clearance withdrawal is documented in the individual's OPF and the Personnel Security file. Clearances will normally be withdrawn at the end of the task force that gave rise to the clearance requirement or after one year, unless an extension is required. The OIGSLA will coordinate with OIG management to keep clearance withdrawals and extensions current.
11. All sensitive or Privacy Act materials related to the granting of security clearances should be properly secured in a file. Only the OIGSLA and his or her supervisor will have full access to this security clearance file. Others with a demonstrated need to know may be granted access to certain information in the file. Access on a need-to-know basis must be documented, including the name of the person who had access, the date of access, and the purpose of access.

Please address any questions to John Dupuy at 202-708-0614, ext. 8405, or Pete Blechinger at 202-708-0614, ext. 3129.

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